

SAMPLESAMPLESAMPLESAMPLESAMPLESAMPLE

By-Laws
 _____ **County**
Local Emergency Planning Committee (LEPC)

ARTICLE I
Members

As a minimum, the LEPC shall consist of representatives from each of the following groups or organizations: elected officials; law enforcement; emergency management; fire response; emergency medical services; environmental; hospital; transportation; media; community groups; owners and operators of facilities subject to reporting under the Emergency Planning and Community Right-to-know Act (EPCRA); and the general public.

ARTICLE II
Officers

Officers of the LEPC shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman, Vice-Chairman and Treasurer shall be elected by the members of the LEPC and shall hold office for two years. Elections will be held in the month of September and new officers will take office on October 1 of the year elected. The Chairman and Treasurer shall be elected in odd numbered years and the Vice-Chairman shall be elected in even numbered years. In the event of the Vice-Chairman becoming Chairman, a special election will be held for the remainder of the Vice-Chairman's term of office.

ARTICLE III
Meetings

Meetings are open to the public and shall be held on a regularly scheduled basis. Notice of all meetings shall be published in the local media at least five days prior to the day of the meetings.

ARTICLE IV
Public Availability

The _____ County LEPC shall annually publish a notice in the (local Newspaper)_____ during the month of May, advising that the Hazardous Materials Response Plan Annex, Material Safety data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-Know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may review these documents at _____,
during normal office hours.

ARTICLE V
Public Request for Information

Any person may submit a written request for information under Sections 311,312,and 324 of EPCRA. Requests shall be addressed to the _____County LEPC (Address). The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

ARTICLE VI
Public Comment

Public comments concerning the Hazardous Materials Response Plan Annex, or LEPC activities in general are welcome. The Hazardous Materials Response Plan Annex will be open for discussion at every LEPC meeting. Comments or questions directed to the LEPC will be answered in writing within 14 working days, after appropriate coordination.

ARTICLE VII
Distribution of the Hazardous Materials Response Plan Annex

Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the _____during normal office hours.

ARTICLE VIII
Dissolution of LEPC

In the event that the _____County LEPC is dissolved or becomes inactive as determined by the _____County board of Commissioners; all equipment and LEPC responsibilities shall revert to the _____County Board of Commissioners.